

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: HUMAN SERVICES - OFFICE FOR THE AGING AND EMPLOYMENT & TRAINING ADMIN.

DATE: JANUARY 31, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GIRARD
VANNESS
SOKOL
BENTLEY
WOOD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS STRAINER
CHAMPAGNE

OTHERS PRESENT:

CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING
CHRIS HUNSINGER, DIRECTOR, EMPLOYMENT & TRAINING
ADMINISTRATION
DANIEL G. STEC, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS MCCOY
TAYLOR
THOMAS
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

In the absence of Committee Chairman Strainer, Vice-Chairman Girard called the meeting of the Human Services Committee to order at 11:00 a.m.

Motion was made by Mr. Bentley, seconded by Ms. Wood and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Christie Sabo, Director of the Office for the Aging, who distributed copies of her meeting agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Commencing the review with "Action Agenda" items, Ms. Sabo presented Agenda Item III(A) which consisted of a request to appoint and reappoint members of the Warren-Hamilton Counties Office for the Aging Advisory Council, as outlined in the resolution request form.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the request is on file with the minutes.*

Ms. Sabo announced that Agenda Item III(B) included a request to extend the existing contract with the Town of Chester for the Chestertown mealsite. She noted that the contract extension would be for the term extending from January 1, 2011 through December 31, 2013 for an amount not to exceed \$4,000 annually.

Motion was made by Mr. Bentley, seconded by Ms. Wood and carried unanimously to approve the request to extend the existing contract with the Town of Chester as outlined above and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the request is on file with the minutes.*

Continuing to Agenda Item III(C), Ms. Sabo introduced a request to rescind Resolution No. 724 of 2010 which approved the five-year lease for the Cedars mealsite located in the Town of Queensbury. She noted that subsequent to review, the Cedars mealsite management had requested changes in the contract language, most notably to pass on any actual expense increases over 10% to the County; she added that although the contract included notations to this effect, they felt it needed to be stated more clearly. Ms. Sabo apprised that Agenda Item III(D) included a request to extend the existing contract with Cedars I, LP, to introduce clarified contract terms, including a schedule

outlining increase limits for actual expenses over the five-year contract term. She concluded that the more definitive contract was important because it would prevent any unwarranted or arbitrary costs from being transferred to the County.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously to rescind Resolution No. 724 of 2010 and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the request is on file with the minutes.*

Motion was made by Mr. Bentley, seconded by Ms. Wood and carried unanimously to approve the request to extend the existing contract with Cedars I, LP and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the request is on file with the minutes. (Note: Subsequent to the meeting it was determined that Resolution No. 724 of 2010 would be amended to incorporate the revised contract terms.)*

Ms. Sabo apprised that Agenda Item III(E) consisted of a request to extend the existing contract with Greater Glens Falls Senior Citizens Center, Inc. for the term commencing April 1, 2011 and terminating March 31, 2012 for an amount not to exceed \$10,500. She said this contract was used to provide health insurance information and health care option counseling for the elderly population.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the previously mentioned request and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the request is on file with the minutes.*

Moving on to Agenda Item III(F), Ms. Sabo presented a request to submit a grant application to New York State Office for the Aging for MIPPA (Medicare Improvements for Patients and Providers Act)/ADRC (Aging & Disability Resource Center) funding in an amount not to exceed \$22,953. She noted that she felt these grant funds had been made available to compensate for reductions in NY Connects program funding.

Motion was made by Ms. Wood, seconded by Mr. Sokol and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the February 18th Board meeting. *A copy of the request is on file with the minutes.*

In connection with the previous request, Ms. Sabo noted that Agenda Item III(G) reflected a request to amend the 2011 County Budget to increase estimated revenues and appropriations in the amount of \$22,953 to reflect the receipt of unanticipated revenues obtained in connection with the MIPPA/ADRC grant funding.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the aforementioned request to amend the County Budget and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Ms. Sabo advised that Agenda Item III(H) included a request for a transfer of funds in the amount of \$354 to redistribute NYConnects funding and cover the purchase of three fax machines. She noted that they had initially included this funding under the Department's office supplies code, but had later been advised that the purchase needed to be made from the equipment code.

Motion was made by Mr. Bentley, seconded by Mr. VanNess and carried unanimously to approve the request for a transfer of funds and refer same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

Concluding the review of the "Action Agenda", Ms. Sabo addressed Item III(I) which included a request to fill a Typist position with a base salary of \$24,215. She explained that this position served as the Receptionist for the Office for the Aging and would be vacated due to retirement. Ms. Sabo advised that the position received 80% reimbursement and noted that an approximate savings of \$7,000 would be achieved due to a reduction in the amount of associated longevity pay.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the request to fill the vacant Typist position and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Moving on, Ms. Sabo addressed the "Old Business/Pending Items" section of the agenda, which she outlined as follows:

1. Respective to NYConnects funding, Ms. Sabo advised that they had originally been awarded \$63,000 and that amount had subsequently been reduced by 25.3%, decreasing the total received to \$47,061. She said that although the reduction was significant, the total still allowed funding for the Coordinator's salary and fringe benefits, as well as to provide funding for the reporting system, leaving approximately \$5,000 for insignificant Departmental expenses, such as for printing, telephone, etc.; and
2. Ms. Sabo apprised that following conversations held at the prior Committee meeting concerning the Warrensburg mealsite, she had contacted several parties in search of an alternate location for the mealsite, but had not been successful. She said that of the facilities polled, St. Cecilia's Church was not interested because they currently contracted with another group that used their location on certain days during the week; she added that she had also contacted Mr. Geraghty to determine whether a congregate site could be established at the Warrensburg Town Hall, but it did not appear that arrangement was possible either. Ms. Sabo noted that she had met with a member of the Board of Trustees for the church where the mealsite was currently located and was advised that although they were very interested in retaining the mealsite at that facility, they desired assistance with some of the improvements that needed to be made. She said that although she was still researching alternate options for the mealsite, she had advised the Board of Trustees that if a listing of improvements and their associated costs was developed, she would present it for further consideration. Additionally, Ms. Sabo noted that the church was willing to seek out grant funding for the improvements, but would require the mealsite to remain at their facility in order to qualify. She encouraged any of the Committee members with suggestions for alternate mealsite locations to contact her with their ideas. Ms. Sabo advised that an alternate solution might be to consolidate the Warrensburg and Bolton mealsites and introduce a satellite site for the small number of congregate diners served in Warrensburg. Mr. Geraghty interjected that it was very difficult to determine a suitable location for the mealsite that incorporated appropriate kitchen facilities in the Town of Warrensburg. He said the current mealsite was located on a lower level, requiring a flight of stairs to be traversed which posed problems in itself.

Mr. VanNess noted that previous suggestions had been made to introduce a mealsite at Countryside Adult Home and he questioned whether further research on this possibility had been performed. Mr. Geraghty replied that he was unsure whether any additional consideration had been given to this idea, but suggested that it be revisited. He then questioned how many people walked to the mealsite and Ms. Sabo replied there were five to ten per day, depending on the meal type. Mr. Geraghty pointed out that meals for the Town of Thurman recipients were also prepared at the Warrensburg mealsite and delivered from that location. Ms. Sabo advised that she would research the possibility of introducing a mealsite at Countryside Adult Home and would return to the Committee with her

findings.

Concluding the agenda review, Ms. Sabo addressed the "Current Business" section of the agenda, which she outlined as follows:

1. Referring to the status of the 2010 Budget, Ms. Sabo announced that they were in good shape and had claimed 74% of anticipated revenues and were awaiting outstanding payments for the last quarter of 2010; she added that they had expended 90% of the 2010 Budget and did not expect to exceed the anticipated expenditure figures. Ms. Sabo advised that they had served 145,065 meals to 4,638 people throughout 2010, provided over 1,000 medical transport rides, over 5,000 rides through the regular van and transport services, provided 130 hours of legal services and over 8,000 of home care services. Mr. Girard said he felt these figures were outstanding and requested that Ms. Sabo provide these statistics in written form for the review and consideration of all Committee members; and
2. Ms. Sabo advised the Committee that recently a Letter to the Editor had appeared in *The Post Star* criticizing the practices employed by the Office for the Aging in accepting mealsite contributions. She explained that a contributor had mistakenly forwarded two separate donation checks and was very displeased when she was not immediately able to receive a refund due to the contribution processing practices employed. In the organizations defense, Ms. Sabo noted that they did not retain client records because donations were considered confidential and anonymous as per program directions instituted by the State; for this reason, she added, they were unable to determine who provided contributions or when. She advised that she had discussed the matter with both the County Attorney and Treasurer's Office and they were confident that the Office for the Aging was correct in their handling of the matter, as well as their handling of contributions as they were very well audited by both the Department's Fiscal Manager and the Treasurer's Office. Ms. Sabo confirmed that she had written a letter in response to this individual, explaining the process used and the reason her overpayment could not be immediately returned, but she said she had yet to receive any response. When questioned on the exact circumstances for why the check could not be returned, Ms. Sabo responded that because donation checks were deposited on a nightly basis, they did not have the check on hand to return and could not process a refund until they were sure that the check would be guaranteed, which caused a delay in processing the requested refund. She said that they had later found out that the Treasurer's Office would have been willing to immediately write a return check for the contributor; however, she advised, she was not aware of this at the time and typical office protocol had been followed. Additionally, Ms. Sabo noted that the letter of complaint had indicated that contributors were required to provide a certain donation each month, which was not accurate. She concluded that she was confident she had addressed all of these issues in her return letter, which invited the contributor to contact her directly with any further concerns. Ms. Sabo reiterated that she had yet to receive any such contact.

As there was no further Office for the Aging business to discuss, privilege of the floor was extended to Chris Hunsinger, Director of the Employment & Training Administration, who distributed copies of his agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Mr. Hunsinger began his agenda review with Item 1, which consisted of a request for Noreene Tarantino and Sharon Sano to attend NYATEP (New York Association of Training and Employment Professionals, Inc.) 2011 Youth Academy training in Albany, NY on March 7 - 9, 2011. He noted that the two attendees would commute daily to the conference and would require only funding for conference fees and the use of a County vehicle.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously to approve the travel request as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Proceeding to Agenda Item 2, Program Update, Mr. Hunsinger reminded the Committee members that the Employment & Training Administration operated on a Federal fiscal year which began on July 1st and he noted that they were still waiting for Congress to act on the 2011 Budget and would not know how much funding was available until that time. He said their biggest concern was with the Summer Youth Program because they would be forced to prepare for it, even though they did not know what level of funding would be provided. Mr. Hunsinger stated there was no action to be taken on this item and noted that it was being provided as an information update for the Committee's edification.

Concluding the agenda review, Mr. Hunsinger apprised there were two vacancies on the Saratoga-Warren-Washington Counties Workforce Investment Board that needed to be filled by members of the Warren County business community. He said becoming a member of the Board would require attendance at four meetings per year and was a good way to become involved in workforce employment and training issues. Mr. Hunsinger then asked the Committee members to contact him with the names of any persons they felt might be interested in serving on this Board.

Mr. Girard announced that Mr. Strainer had left correspondence to be read aloud regarding a request from Denise DiResta, Veterans' Services Director. He said that Ms. DiResta had attended training in Albany on January 19, 21, 23 and 25 and was requesting use of vacation time for February 15 - 23, 2011. Mr. Girard advised that a new employee had recently been hired on a part-time basis to cover the office daily from 1:00 p.m. to 5:00 p.m. in Ms. DiResta's absence; he added that if it was determined that additional staffing was required, it was Ms. DiResta's hope the Committee would be in favor of offering the extra hours to the part-time employee, rather than bringing in a past employee to cover the necessary work time. Mr. Girard noted that neither he, nor Mr. Strainer, had any objection to these requests; no objections were expressed by any Committee members.

As there was no further business to come before the Human Services Committee, on motion made by Mr. VanNess and seconded by Mr. Sokol, Mr. Girard adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist